

**BOROUGH OF BELLEFONTE  
POSITION DESCRIPTION**

**POSITION TITLE:** Wastewater Treatment Plant Operator—Non-routine schedule  
**DEPARTMENT:** Wastewater Treatment Plant  
**REPORTS TO:** Wastewater Treatment Plant Superintendent  
**FLSA STATUS:** Non-Exempt  
**CLASSIFICATION:** 3 (Non-Certified)

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**Overall Objective of Job:**

To cost effectively perform advanced water treatment procedures in order to meet or exceed Department of Environmental Protection water standards.

Essential Functions of Job:

- Operate a wide range of wastewater treatment plant equipment, including but not limited to: raw sewage pumps, diaphragm pumps, screens, compressors, aeration tanks, and centrifugal blowers, hoists, steam cleaners, conveyors, dump trucks, skid steer, frontend loaders and power hand tools;
- Perform laboratory tests including but not limited to: pH tests, water transparency;
- Operate a variety of test equipment and analyzers such as bench and field meters and probes, visual inspection of samplers, weighing trucks and monitoring and sampling septage discharges, and keeping accurate records;
- Perform wastewater procedures, including skimming debris from wastewater tanks and visual inspection of the chemical precipitation processes, operating sludge dewatering equipment;
- Routinely monitor SCADA system and all tank levels, the dissolved oxygen levels and pressure readings from utility water tank;
- Clean and maintain all treatment plant equipment and the facility in a neat and orderly fashion, including plowing snow, blowing snow and minor snow shoveling and minor landscaping;
- Conduct occasional plant tours for the general public when necessary;
- Evaluate all plant processes; in the event of any operational change you must seek prior approval from Asst. Plant Superintendent or Plant Superintendent.
- Record all operational changes in the operator log;
- Other duties as assigned.

Supervision Received:

Plant Superintendent, Assistant Plant Superintendent

Supervision Given:

None

**Working Conditions:**

- An indoor laboratory/factory environment with controlled temperature, and with occasional strong odors and exposure to chemicals;
- An outdoor environment with fluctuations between hot and cold, and exposure to the elements;
- Consistent loud noise.

**Essential Physical Demands:**

- Ability to stand or walk for long periods of time;
- Stretching, bending or reaching required;
- Lift a maximum of fifty (50) pounds.
- Frequent climbing of ladders may be required.
- Shift work required and must work extended hours on occasion

Qualifications:

A. Education/Training:

- High school diploma or the equivalent required;
- A valid Pennsylvania driver's license is required.

B. Work Experience:

- Two-years experience in wastewater treatment preferred, but not required.

**Knowledge, Skills and Abilities Required:**

- Basic knowledge of arithmetic;
- Basic knowledge of computers;
- Good verbal and written skills;
- Good interpersonal skills;
- Working knowledge of position-related maintenance equipment;
- Ability to understand and follow instructions;
- Ability to work independently with minimal supervision;
- Self-motivated.